



Department of Energy

Washington, DC 20585

Exec Sec 2006-000421

October 4, 2006

MEMORANDUM FOR THE SECRETARY

THROUGH:

CLAY SELL
DEPUTY SECRETARY

FROM:

GLENN S. PODONSKY
CHIEF HEALTH, SAFETY AND SECURITY OFFICER
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT:

ACTION: Approve the Charter for the Biosurety
Executive Team

BACKGROUND:

The Department of Energy (DOE) Office of Inspector General (IG) issued an Inspection Report in July 2005 (DOE/IG-0695) entitled "Coordination of Biological Select Agent Activities at Department of Energy Facilities" (attachment 1). The report notes the Department has been responsible for the conduct of a significant amount of research aimed at enhancing the Nation's security in preparing against biological threats. However, within that context, the report also points out that the Department has not yet established a systematic means for coordinating its select agent research and development activities. Specifically, the report mentions that the Department does not have an entity assigned responsibility for coordinating these activities nor does it have a corporate strategy for the future funding, construction, and operation of its planned biosafety level laboratories.

DISCUSSION:

Establishment of the Biosurety Executive Team will enable the Department to focus on remedying the concerns expressed in the Inspector General's report. The function of the Biosurety Executive Team will be to take actions to recommend the establishment of biosurety-related policies, regulations, requirements, and standards. Further, the Team will be empowered to function in an enduring manner for addressing other biosafety and related security issues that are likely to emerge over the next several years. The Team will also serve to elevate the awareness of senior management to such issues that may have the



potential to impact the Department's mission, national security, health and safety of its employees, or the public.

SENSITIVITIES: The Biosurety Executive Team will be a resource to the Department and Line Management. The Team will recommend appropriate actions, such as the establishment of policies or requirements for biosafety, but will not independently take actions or in any way usurp existing Line Management authority or responsibilities.

POLICY IMPACT: The Biosurety Executive Team will provide senior management with recommendations for departmental policy on Biological Select Agents.

RECOMMENDATION: Approve and sign the Charter for the Biosurety Executive Team (attachment 2).

2 Attachments

Approved:



Disapproved:

Date:

10/17/06

Concurrences:

NA-1

Linton F. Brooks
12/12/05

SC-1

Raymond L. Orbach
12/06/05

GC-1

David R. Hill
12/23/05

DEPARTMENT OF ENERGY BIOSURETY EXECUTIVE TEAM CHARTER

I. Objective and Scope

Objective

The Department of Energy (DOE), including the National Nuclear Security Administration (NNSA), places a high priority on its occupational health, safety, and security programs, as well as its responsibility for protecting the public and the environment from harm as a result of its activities. It also places a high priority on supporting research on biological agents that could be used as weapons against the United States and other countries. Therefore, the Department hereby establishes a DOE Biosurety Executive Team (Executive Team) to ensure that DOE maintains an exemplary biosurety program.

Scope

The Executive Team serves as an enduring entity to coordinate biological select agent activities and issues across the DOE complex. The Executive Team will provide management support and necessary programmatic coordination to facilitate the identification, discussion, evaluation, and resolution of biosurety issues at DOE facilities.

II. Definition

Biosurety: An integrated approach to the management of potentially hazardous biological materials and activities. This includes health, safety, security, environmental protection, emergency management, and community relations concerning activities involving potentially etiologic biological materials and select agents, recombinant DNA, genetic research, and environmental bioremediation.

III. Activities

The Executive Team:

- a. Recommends biosurety-related policies, regulations, requirements, standards, lessons-learned, and information collections.
- b. Responds to inquiries related to biosurety matters from senior management and external entities with appropriate coordination within the Department.

- c. Raises awareness of senior management to emerging biosurety issues that have the potential to impact the DOE's mission, national security, and health and safety of its employees and its contractor employees, or the public.
- d. Provides status reports on DOE's biosurety program, as requested by the Secretary of Energy or other senior DOE officials.
- e. At its discretion, establishes a working group or groups to accomplish selected tasks, as assigned. Members of working groups must be Federal employees.
- f. Facilitates the resolution of concerns, both internal and external, such as those expressed in the DOE Office of Inspector General (IG) Report entitled "Coordination of Biological Select Agent Activities at Department of Energy Facilities" (DOE/IG-0695).

IV. Membership

- a. The Executive Team consists of a representative from the Office of Science (SC); Office of Health, Safety and Security; the National Nuclear Security Administration (NNSA); and the Office of the Deputy Secretary. Each representative, other than these representing the Deputy Secretary or NNSA, must be the head of the first-tier organization, or a Deputy to that position. The Deputy Secretary's representative will be a Federal employee of his choice. The NNSA representative will be a Federal employee chosen by the Under Secretary for Nuclear Security. The Team Chair will be rotated annually among the representatives from NNSA, SC, and the Office of the Deputy Secretary, in that order. At the discretion of the Executive Team, other management-level representatives from associated field organizations may also be included on the Team.
- b. Members serve at the discretion of the appointing executive official and should expect to serve for at least 1 year.
- c. Members must be Federal employees.
- d. A representative from the Office of the General Counsel will provide legal advice to the Executive Team and will be invited to all Executive Team meetings.

V. Meetings and Administrative Procedures

- a. The Team will meet biannually. The Executive Team Chair may schedule additional meetings, as necessary, for the conduct of business.

- b. This charter will be reviewed annually by the Team Chair, or a designee, who will recommend to the Executive Team modifications, if needed. The Executive Team will forward any proposed modifications to the Secretary for approval.
- c. Nothing in this Charter is intended to affect the operations of the Directives System or other internal decisionmaking mechanisms.

A handwritten signature in black ink, reading "Samuel W. Bodman". The signature is written in a cursive style with a large, stylized "S" and "B".

Secretary of Energy

10/17/06

Date